

# Sheridan Technical College

## Health Programs

### 2024-25 Admissions Checklist



Welcome to Sheridan Technical College! Whether you are starting your career, changing careers or recently unemployed, we are confident you will gain the essential skills needed to be successful and we are here to support you every step of the way! Please note, some health programs require a 2-part admissions process, so review all pages of this document prior to starting the admissions process.

## Part 1

### Step 1: Attend Orientation

- The 1-hour orientation is conducted online via counselor/advisor led video conferencing. Orientation provides an overview of the admissions process, services, policies/procedures and program info. A confirmation email will follow immediately after registration. Register for orientation at [www.sheridantechnicalcollege.edu/online-orientation-schedule](http://www.sheridantechnicalcollege.edu/online-orientation-schedule).

### Step 2: Submit Documents

- Admissions documents are to be submitted in person. Save time by having the following documents completed prior to your visit (click on the form title below to access the form). Forms are also conveniently available on campus. An admissions interview with the program counselor/advisor is required to finalize admissions once parts 1 & 2 of the admissions process is complete and all documents are submitted. No appointment is necessary; however, please call to confirm the counselor's availability prior to arrival. Refer to page 4 for counselor/advisor contact information and office hours.

1. [Workforce Education Registration Application](#)
2. [Workforce Education Registration Application Addendum](#)
3. [Explanation of Learner Rights and Responsibilities](#)
4. [Florida Residency Affidavit for Tuition Purposes](#)
5. 2 proofs of FL residency (See "[Florida Residency for Tuition Purposes](#)" on the next page for acceptable proof)
6. [Admissions Interview Form](#)
7. High School or GED Transcript (If required by program or applying for basic skills exemption)
8. Valid (not expired) picture ID (i.e. driver's license, passport, etc.)

Click to open each form

### Step 3: Request Disability Services

- This step is **OPTIONAL**.
- Prospective students who wish to self-identify as having a documented disability may request reasonable accommodations for testing and classroom instruction. For more information regarding the disability services process please visit [www.sheridantechnicalcollege.edu/disability-services](http://www.sheridantechnicalcollege.edu/disability-services). Forms are available on campus upon request.

### Step 4a: Take Basic Skills Test

- Students enrolled in a postsecondary program of 450 hours or more are required to take and pass a basic skills test in order to receive a certificate at the time of program completion. Some students may be exempt from testing. Test accommodations may be available for individuals who self-identify as having a documented disability. Requests for accommodations must be made prior to testing via the Exceptional Education Specialist (see step 3 for disability service request). For information regarding basic skills testing and exemption criteria visit [www.sheridantechnicalcollege.edu/basic-skills-prep-guide](http://www.sheridantechnicalcollege.edu/basic-skills-prep-guide). Students in ATD programs such as Medical Coder/Biller-ATD or Pharmacy Technician-ATD are not required to take a basic skills test.

### Step 4b: Take TEAS Test

- Prospective students for **Practical Nursing ONLY**.
- You must first meet the basic skills assessment or exemption criteria before registering for the TEAS test. See the counselor/advisor for approval prior to registering for the TEAS test. For more information regarding the TEAS test visit <https://tinyurl.com/STCTEASTest>.

### Step 5: Apply for Financial Aid

- This step is **OPTIONAL**.
- Prospective students requesting financial assistance must complete the online Free Application for Federal Student Aid (FAFSA) as soon as possible. For more information regarding the financial aid process please visit [www.sheridantechnicalcollege.edu/financial-aid](http://www.sheridantechnicalcollege.edu/financial-aid) and select "Online Financial Aid Process".

## Part 2 (Go to next page)

Phlebotomy and Medical Coder/Biller-ATD **STOP** here and contact program counselor. Electrocardiograph Technology (EKG), Medical Assisting, Patient Care Technician, Pharmacy Technician- ATD, Practical Nursing, and Surgical Technology move to Part 2 on the next page.

# Part 2

## Step 1: Create a Complio Account

- Create a Complio account at [www.bcpscompliance.com](http://www.bcpscompliance.com). Click [here](#) for instructions.
- Purchase the New Student Bundle \$101.00 (Tracking of Immunization Package, Standard Background Check & Drug Screening, and VECHS Fingerprinting)
- Questions: Call 1-800-200-0853 or email [complio@americandatabank.com](mailto:complio@americandatabank.com)

## Step 2: Immunization

- The immunization record must be completed and signed by a health care provider.
- Use the [Immunization Record Form](#) (click)

### Required Immunizations

1. **Tetanus/Diphtheria/Pertussis (Tdap) Vaccine:** Within 10 years if from USA OR 5 years from outside USA
2. **Measles (Rubeola), Mumps, Rubella (MMR) Vaccine:** 2 doses **OR** Titer proving immunity, must have lab report
3. **Hepatitis B Vaccine:** Series of 3 shots **OR** Titer proving immunity, must have lab report
4. **Varicella Vaccine:** 2 doses **OR** Titer proving immunity, must have lab report or documentation of disease
5. **2 Step-PPD/Tuberculin Skin Test:**  
*Practical Nursing, Patient Care Technician, Surgical Technician & Medical Assisting only*
  - a. 1<sup>st</sup> step/dose – must be given and read within 48-72 hours;
  - b. 2<sup>nd</sup> step/dose – must be given at least two (2) week after 1<sup>st</sup> dose & read within 48-72 hours;
  - c. **OR** if results are positive or history of positive PPD or BCG – student must have a Chest X-Ray and report
6. **Flu Shot (Influenza Vaccine)** – annually during current flu season (October 1<sup>st</sup> – March 31<sup>st</sup>), proof required
7. **COVID-19 Vaccine:** Provide proof of COVID-19 vaccination and be two weeks past your second dose of Pfizer or Moderna or two weeks past your single dose of Johnson & Johnson. Frequent COVID-19 testing will be established by each partnering healthcare facility. Please note, the COVID-19 vaccine is mandated by the partnering healthcare facilities in order for Sheridan Technical College students to complete the clinical rotation program requirement.

## Step 3: MHS TB Attestation

- Fill out this form only if you are unable to get a Tuberculosis (TB) skin test (TST)
- Use the [Memorial TB Attestation Form](#) (click)

## Step 4: Physical Exam

- The student's physical examination must be completed and signed by a health care provider.
- Use the [Physical Examination Report Form](#) (click)
- Valid for 18 months

## Step 5: Insurance

- Proof of health insurance is required. If you do not have health insurance and would like to purchase school accident insurance, visit <https://schoolinsuranceofflorida.com>.
- An additional \$13.00 liability insurance fee will be charged upon registration for programs requiring clinical rotation.

## Step 6: Ten Panel Urine Drug Screen

- Register via your Complio (American DataBank) account. Results will only be accepted from the Complio (American DataBank) approved drug screening site.
- Once registered for the drug screening, you must complete within the date indicated on the order confirmation page.
- Results must be negative and are valid for 18 months.
- [BTC Drug Screening Policy](#) (click)

## Step 7: Level 2 Criminal Background Check

- Register via your Complio (American DataBank) account. Results will only be accepted from the Complio (American DataBank) approved background check site.
- Results of clearance are valid for 18 months.

## Florida Residency for Tuition Purposes

A "Florida resident for tuition purposes" is a person who has, or a dependent person whose parent, legal guardian, or spouse has established and maintained legal residence in Florida for at least twelve months prior to the first day of the term. Those considered non-Florida residents pay tuition at a higher rate. Applicants must complete the Florida Residency Affidavit for Tuition Purposes form and submit required supporting documents. [Guide to Complete Florida Residency Form](#)

Florida Statute 1009.26(12)(a) affords students who attended a Florida secondary school for three consecutive years before graduation—regardless of immigration status (undocumented)—the opportunity to pursue higher education at in-state tuition rates, should they apply for admission within 24 months after graduation. An official Florida high school transcript is required as evidence of attendance and graduation.

### Acceptable Proof

#### First Tier

**At least one (1) of the two (2) document(s) submitted must include:**

1. Florida Voter Registration Card ([Voter Information Lookup](#))
2. Florida Driver's License
3. Florida Identification Card
4. Florida Vehicle Registration
5. Proof of a permanent home in Florida which is occupied as a primary residence by the individual or by the individual's parent if the individual is a dependent child.
6. Proof of a homestead exemption in Florida
7. Transcripts from a Florida high school for multiple years if the Florida high school diploma or high school equivalency diploma was earned within the last 12 months.
8. Proof of Permanent full-time employment in Florida for at least 30 hours per week for a 12 month period.

#### Second Tier

**One (1) of the forms of documentation may include the following:**

1. A Florida professional or occupational license
2. Florida Incorporation
3. A document evidencing family ties in Florida
4. Proof of membership in a Florida-based charitable or professional organization.
5. Any other documentation that supports the student's request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; legal agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.

### Determining Dependency

Individuals meeting any of the following criteria shall be classified as an independent student for tuition purposes:

- You are 24 years of age or older.
- You are married. *(Copy of marriage certificate required.)*
- You have a child, or other dependent, who lives with you and receives more than half their support from you. *(Copy of most recent federal tax return required.)*
- You are a veteran of the U.S. Armed Forces or on active duty. *(Copy of military documents required.)*
- Your parents are deceased and you are, or were until age 18, a ward of the court. *(Copy of Department of Children and Families or court documents required.)*

## Academic Records

### Approved Accrediting Agencies

Sheridan Technical College accepts academic records from educational institutions that are regionally accredited and their subsidiaries. Click [Approved Accrediting Agencies](#) to obtain an approved list or contact the program counselor/advisor for questions.

### High School Diploma/ GED

A high school diploma or GED is required for some Certificate and Applied Technology programs and to obtain federal student aid. GED transcripts must be requested from [GED.com](#). Be sure to select Sheridan Technical College as the recipient for the transcript.

### Foreign Academic Records Evaluation

Prospective students with foreign education records wishing to receive a basic skills exemption, financial aid or admittance to a program that has a diploma requirement must have the records evaluated by an active National Association of Credential Evaluation Services (NACES) member. Request an evaluation of educational records. Just a translation of a foreign transcript is not sufficient. Records must be certified as equivalent to a secondary or postsecondary education in the United States. Translation services may also be required for records in languages other than English. Click the [Approved Foreign Transcript Evaluation Agencies](#) to obtain the list.

### Experiential Credit

Prospective students with work or educational experience related to the program of interest may be eligible for Experiential Performance Awards. This allows students to accelerate the instructional process by applying past experiences toward the competencies taught in each Certificate and Applied Technology Program. Inform the program counselor/advisor if you would like to request experiential credit.

## Registration & Payment Options

Prospective students can register after receiving an acceptance letter from the program counselor/advisor. Registration is on a first come, first served basis, so payment is required to reserve your seat in the course. Acceptable forms of payment include cash, Visa or MasterCard. The cardholder must be present for in-person payments.

## Additional Resources

[BC Articulation](#)

[Community Resource List](#)

[International Students](#)

[Student Catalog](#)

[Veterans Assistance](#)

## Additional Considerations

**Uniforms:** Uniforms are required for all Health Science Programs except for online programs.

**Books/Supplies:** Students are required to purchase books prior to the start of classes.

**Transportation:** Students are responsible to have/arrange transportation to clinical site(s).

**Tattoos & Piercings:** No visible tattoos or piercings other than single earlobe (stud type earrings only).

**Refund of Admissions Fees:** There are no refunds for any fees associated with program admissions requirements.

## Counselor/Advisor Contact & Office Hours

Counselor/Advisor	Programs	Orientation	Office Hours
<b>Victor Calderon</b> Victor.Calderon@browardschools.com 754.321.5443	Electrocardiograph Technician Medical Assisting Medical Coder-Biller – ATD Patient Care Assisting Patient Care Technician Pharmacy Technician – ATD Phlebotomy Practical Nursing Surgical Technology	<i>Online</i> Mondays 9:00 a.m. – 10:00 a.m.  <i>On-Campus (Dates vary)</i> Thursday 4:00 p.m. – 5:00 p.m.	<b>M,T,W,F</b> 8:30 a.m.-4:00 p.m. <b>TH</b> 9:30 a.m.-5:30 p.m.  <small>*Unavailable during orientation (Monday: 9 a.m.-10 a.m.)</small>

## Financial Aid Advisor Contact

Financial Aid Advisor	Programs
<b>Sabine Baur</b> Sabine.Baur@browardschools.com 754.321.5506	Electrocardiograph Technician - Medical Assisting - Medical Coder/Biller ATD - Patient Care Technician - Pharmacy Technician ATD - Phlebotomy - Practical Nursing - Surgical Technology

## Additional Support Services

Exceptional Education Specialist	Veterans Certifying Official	International Student Advisor
<b>Ervean Shannon-Goff</b> Ervean.Shannon-Goff@browardschools.com 754.321.5447	<b>TBD</b> 954.614.1608 or 754.321.5400	<b>Vera Fernandez</b> Vera.Alvarez@browardschools.com 754.321.5737

## Program Information

Program	Hours	Length (Full-time)
**Click the program name for more information**		
<a href="#">Electrocardiograph Technician</a>	465	5 Months
<a href="#">Medical Assisting</a>	1300	12 Months
<a href="#">Medical Coder/Biller - ATD</a>	1110	11 Months
<a href="#">Patient Care Technician</a>	600	6 Months
<a href="#">Pharmacy Technician - ATD</a>	1050	10 Months
<a href="#">Phlebotomy</a>	165	15 Weeks
<a href="#">Practical Nursing</a>	1350	12 Months
<a href="#">Surgical Technology</a>	1330	12 Months

**Sheridan Technical College (Main)**  
5400 Sheridan Street  
Hollywood, FL 33021  
754.321.5400

[www.SheridanTechnicalCollege.edu](http://www.SheridanTechnicalCollege.edu)

**Sheridan Technical College (West)**  
20251 Stirling Road  
Pembroke Pines, FL 33332  
754.321.3900